

AQO

MEMORANDUM FOR RECORD

SUBJECT: AQO Staff Meeting Minutes, Sep 24, 96

LESSON PLANS. Calling all CAOs. DCMC Southern Europe is in search of lesson plans/materials already developed on the DCMC mission and functional processes. They want to do some in-house training for teams to help with multifunctional workings. To donate or discuss, call Bill Kinney at 011-49-611-816-2037 or fax 011-49-611-816-2091.

CUSTOMER SERVICE STANDARDS. DCMC Policy Memo No. 96-33 is on the b. We will start checking for compliance on Oct 1.

E-MAIL MESSAGES. DCMC HQ personnel are reminded to exercise restraint with e-mail message traffic addressed to "All DCMC." Use wide distribution only when necessary, keep your messages short, and avoid huge attached files. Lengthy messages can "crash" a remote user's system.

FY 97 CONFERENCE PLANNING. Team Chiefs have been tasked to provide planning estimates for upcoming FY97 conferences. They will be collecting information on number of meetings, dates, number of expected attendees, and estimated cost. Cost should include both HQ and field expenses. POC is CDR Seveney.

PASS/FAIL PERFORMANCE APPRAISALS. Many people have asked when this is going to happen because they heard it was imminent. Latest word from DLA Civilian Personnel is that it's on hold pending a decision from the Office of Personnel Management (OPM) on how to credit performance in a Reduction in Force (RIF).

CONTRACTOR CAPABILITY AND PROPOSAL ANALYSIS TEAM (AQOD).

o Recently, Don Reiter attended a meeting at Boeing Seattle with contractors, small business representatives from the Air Force and DLA, and DCMC ACOs to discuss the ongoing comprehensive small business subcontracting test program. The Aeronautical Systems Center, which is the Air Force's selected activity to participate in the test, extended its current delegation to DCMC to include negotiating the plans for 1997 and 1998.

#### PRODUCT & MANUFACTURING ASSURANCE TEAM (AQOG).

- o Messrs. Schmitt, Poulin, O'Daniell, and Kane met with Assessment Office personnel in Manassas, VA, the afternoon of 25 Sep 96 to discuss past audit reports and future auditing of field activity implementation of the Product and Manufacturing Assurance Chapter (DLAD 5000.4, Part VI, Chapter 21).
- o Dick Kane was recently contacted by the Aviation and Troop Command (ATCOM) regarding their "Flight Safety Critical Spare Parts (FSCSP) Program." Initial contact indicates that ATCOM would like HQ DCMC to put heavy management attention on this program, and that in-plant personnel would provide intense surveillance of ATCOM identified FSCSP characteristics. No specific agreements yet; discussions continuing.
- o Dick Kane and Maurice Poulin are drafting updated policy regarding DCMC evaluations of contractor quality systems (e.g., ISO 9000 series). Mr. Winston Tun (DCMDW) and Mr. Dennis Magnan (DCMDE) are also contributing to this effort. Expect to have a draft to the Districts for comment within the next few weeks.
- o The Plant Clearance Management Action Team (AQOG/AQOE/DCMDE/DCMDW/DCMC Twin Cities) finished work on a DCMC ide to Metrics Development on 26 Sep 96 at DCMC Twin Cities. The Guide will become a part of the Metrics Guidebook (on-line HELP with the Automated Metrics System). The Guide helps teams at all levels develop "outcome oriented" metrics to support the the new top level metrics (the "Rights") in DCMC. Expect distribution via the Home Page in very near future. POC is Dick Horne, (703) 767-2359.

#### PRODUCT DESIGN, CONTROL & DEVELOPMENT TEAM (AQOF).

- o Rewrite Team. The team has finalized a standard chapter format and has some recommendations for chapter consolidations and deletions. They will be discussing with the process owners during the next couple weeks. This week we are looking at the overall structure of the One Book and how to include DCMC organizational processes.
- o SFA. Colin Holman briefed the SFA concept at the DLA Partnership Council on 24 Sep. Col Harper and Penny Kingsbury attended the briefing. Col Harper will be drafting a letter to the teams and field offices to elaborate on the concept and proposed staffing.

WORKFORCE STRATEGY TEAM (AQOJ).

- o The Intern Program Development Team is meeting at HQ this week.
- o There will be a demonstration of the DoD Deskbook after the Commander's Call on October 9 starting at 1500. All employees are invited to stay for the demo. MM has been invited to join us as well. The DoD Deskbook includes the FAR, DFARS, and Service/agency level regulations, etc. It is a terrific tool and is currently available on the LAN.
- o Starting on October 1, Ms. Judy Carl, who has been temporarily detailed to AQOJ from DCMDE-FTS, will be representing DCMC on a Process Action Team (PAT) chartered by the Office of the Secretary of Defense (OSD). The PAT is going to identify a number of possible demonstration projects that would allow us to change current personnel procedures under Title 5. This authority comes from Public Law 104-106 and applies only to the Acquisition Workforce. We hope to be successful in having some of our ideas included in the "menu of demonstration project options" in which field offices could choose to participate.

OVERHEAD CENTER (AQOK).

- o Pat Ring is at the Defense Corporate Executive /Corporate Administrative Contracting Officer (DCE/CACO) Conference in Chicago this week.
- o The Cost Accounting Standards (CAS) Committee is working on responses to three CAS Board cases: Changes in Cost Accounting Practices, Selling and Marketing Expenses, and Post-Retirement Benefit Plans. Suggestions for consideration by the CAS Committee should be submitted to Tricia Kobus. Denise Chezek, DCE at Loral, is currently providing assistance to the Overhead Center and is conducting a number of Boards of Review.

APPROVED:

JILL E. PETTIBONE  
Executive Director  
Contract Management Policy

